G. R. S. 59]

GENERAL AND REVENUE SECRETARIAT.

1910-11.
(Genl. Misc.)

File No. 296-10

Serial Nos. 1-32

Papers Filed.

Month May 1912

SUBJECT.

Arrangement for the receipt of Tappal in head quarter offices during the absence of Heads of Depts

PREVIOUS REFERENCES.	LATER REFERENCES.

K. V. Krishnaswamy Esqr 14.6.12

G.R.S.11] 190–11

GENERAL AND REVENUE SECRETARIAT

(Genl Misc -)

NOTES.

File No. 296

FILE HEADING.

Arrangement for the receipt of tappal in Headquarter offices during the absence of Heads of Depts.

From

No. Dated Received

Diary No. Enclos. Spare Copies Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First sheet

GPB—30,000—3-4-07.

G.R.S. 13]

fm 886-10

Routine Notes.

(2)

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Submitted

D.O. letter No. 2088 ~~dated~~ the

dated the 27th inst to the

Chief Commdt about the Bar-

Guard at the Mil[y] Stores, which

was sent for delivery & the

Chief Commdt's office has

been returned with a note

in the Penwork by the Manager

of that Office to the effect that

the Chief Comdt is at Mysore.

As directed by the Under Secretary

the letter has since been posted,

and the matter is brought

to notice as no official

intimation of the Chief Comdt's

absence on tour has been

received in the Accounts Office,

and no arrangements made

C.G.K. to receive D.O. letters in

28/3/11 that Office.

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

Secy Vide dft appd & Secy for issue & Secy, G.R. Dept

GPB—45,000—19-5-08

G.R. S. 12]
General and Revenue Secretariat.

Fin. File No. 296 of 1910-11

Serial No.			
1	To all Heads of depts in Bangalore &the Dy Comr of the Bangalore Dt. No. G.7118-55 d- 5th June 1911. — Calls for information regarding the arrangements made for the receipt in their offices during their absence of official & demi official covers addressed to them.		
	No.	from.	
2	D.O. & 6.6.11	Comptroller	
3	2065 & 6.6.11	Chief Elect. Engr.	
4	446 & 6.6.11	Chief Observer.	
5	15-11 & 6.6.11	Supdt. Govt Press	
6	167 & 8.6.11	Census Supdt.	Furnishes
7	160 & 6.6.11	Regr of Coop. Societies	the
8	— & 9.6.11	Registrar Chief Court	information
9	98/15-11 & 10.6.11	IG of Prisons	
10	C.1, & 8.6.11	Excise Comr IG of Regn & stamps Comr.	called for above.
11	644 & 6.6.11	Mycologist.	
12	113 & 11.6.11	IG. of Police.	
13	145 & 10.6.11	Senr Surgeon	
14	11258 & 11.6.11	Conservator of Forests	
15	3593 & 10.6.11	Military Secy	
16	447 & 8.6.11	Supdt. Govt Gardens	

NOTE— Contn. sheet.

GPB—50,000—12-8-10

(4)

G. R. S. 12]
General and Revenue Secretariat.

G. M. File No. 296 of 1910-11

Serial No.	No.	From	
17	4141 & 12.6.11	Chief Commandant	
18	C67 & 9.6.11	New Commissioner	
19	C.17 & 12.6.11	State Geologist.	
20	381 & 12.6.11	Supdt. Amrit mahal.	
21	279 & 14.6.11	Supdt. Govt. Museum	Furnish the informa tion called for in sl. 1 ≡
22	296 & 14.6.11	Govt. Advocate	
23	98 & 14.6.11	Archeo. Officer.	
24	D.O & 16.6.11	Nilgiri Supdt.	
25	163 & 15.6.11	Sanitary Commr	
26	11176/824 & 23.6.11	DG. of Edn.	
27	118 & 24.6.11	Survey Supdt.	
28	98 & 23.6.11	Inam Supdt.	
29	224 & 26.6.11	Secy P.W.D.	
30	55 & 27.6.11	Officer in ch. of Ethnographic Survey	
31	126 & 3.8.11.	Agricultural chemist.	
32	68 & 4.8.11	Dy Comr. & President Mil. Council Bangalore	

Sub-D: All the heads of Departments seem to have made proper arrangements.

Borg. (4) 8.8.11. Secy. — 8.8.11

Summarise the arrangements made by the several officers in a tabular form—

853

8/8/11

NOTE—Contn. sheet.

GPB—50,000—12-8-10

G. R. S. 12]
General and Revenue Secretariat.

G. R. File No. 296 of 1910-11.

A. 553.

Serial No.

× P Subd with a Summary in a tabular form ×

P.C.G. 147 Secy 19.8.11 — Secy 21.8.11 — Rn 21.8.11

Subd to Dewan for perusal

CM 30/8/11.

13301 30.8.11

Dy Secretary to Govt in Confidence

To,

The Supdt, Dewan's Office

Please arrange to take out six Copies of the Statement. The Copies may be pasted on Card board & kept as shown below:-

1. Council Chamber, Bangalore
2. — do — Mysore
3. Dewan's Office. Bangalore
4. — do — Mysore
5. The Dewan's Residence. Bangalore.

The file may then be sent to this Office

CM 8/9/12

The above instructions have been noted & the file returned

8/9/12

13.5.12

NOTE—Contn. sheet.

7 MS

GBB—20,000—20-1-12

Pm 296-10

ABSTRACT OF ARR

made by HEADS OF DEPARTMENTS for the pe

or fram

No.	Names of Heads of Departments. Red ink figures denote serial Nos in the file.	Officer instructed receive Appeal.
1	Registrar Chief Court 8	
2.	Officer in charge of Archeological Researches. 23	
3.	Military Secretary. 15	
4.	Comptroller 2.	Assistant Co
5	Chief Observer 4	First Assistant
6	Superintendent, Govt Press 5	Assistant Super
7.	Revenue Commissioner. 18	One of his Assista
8	Sanitary Commissioner 25	Personal Assist
9	Inspector General of Educakin 26	
10	Officer in charge of Ethnographic Survey 30	Office Assist
11.	Inspector General of Police 12	
12.	I.G. of Prisons: 9	
13.	Excises Commissioner. 10	
14	Inspector General of Registration 10	Senior Gazette
15.	Commissioner of Stamps 10	ministerial Office
16	President Municipal Council Bangalore. 32	
17.	Superintendent Govt Gardens 16	Curator.
18	-Do- Govt Museum 21	
19.	Muzrai Superintendent 24	Manager
20	Chief Electric Engineer 3	
21	Deputy Commissioner. 32	Dist. Shirestedar or
22.	Senior Surgeon: 13	Manager or alte
23	Census Superintendent 6	
24	Registrar Cooperative Societ 7	
25	Mycologist & Entomologist 11	
26	Agricultural Chemist 31	
27	Inam Superintendent 28	
28	Govt Advocate 22	Head or Senior
29	Supdt Amrit Mahal Depart 20	
30	Secy to Govt Geological Dept 19	
31	Chief Commandant 17	
32	Conservator of Forests 14	
33	Chief Engineer 29	
34	Survey Superintendent 27	Peon for delivery Superintendent

P&G-G-141
18.12.11

NGEMENTS

(6)

eipt of Tappal during their absence from Hd. Quarters
ffice.

to pre-	Remarks.
	State that proper arrangements have been made.
	States that he proposes to inform the Dewan of his movements so that letters may always be correctly addressed.
plotter.	
Observer.	
intendent	
ents.	
ant.	
	The following Offices have made separate arrangements for the receipt of Tappal beyond Office hours

Agricultural Chemist. 31 Mycologist and Entomologist. 11	Peon.
Inspector Genl of Education 26	Porter.
Secretary. Geological Dept 19	Watchman.
Superintendent Govt Press. 5	Chief Foreman.

d or mi-
r.

hm
21/8/11

GKK
21.8.11

Hd. Clerk
nder.

Clerk

sub Asst-

No. C. 7118-55 Dt. 5th June 1911.

G.R-296-10-1 (1)

50 Copies

My dear Sir,

I am directed by the Secretary to the Government of India in the Revenue Department to enquire what arrangements have been made by you for the receipt of official and demi-official Covers addressed to you during your absence from Headquarters or from office, and whether there will be any difficulty in requiring the Senior Gazetted Officer present at Headquarters or in the office as the case may be to receive such Covers. I make this enquiry as instances have recently been brought to the Government's notice of difficulty in delivering such

covers in certain offices during the absence of the Head of the office — Sometimes the covers are refused, and sometimes the receipt or delivery books are signed by some irresponsible or unidentifiable person

Yours sincerely

(V.)

C&B 17/5/61

~~Accounts~~

Secy F&SR

To All Heads of Depts in Bangalore

Dept Cars, Bangalore.

29 May 61

Jeine 1/6/61

(3)

Government of His Highness the Maharaja of Mysore,
General and Revenue Secretariat,
Bangalore, June 1911.

My Dear Sir,

I am directed by the Dewan to enquire what arrangements have been made by you for the receipt of official and demi-official covers addressed to you during your absence from head quarters or from office, and whether there will be any difficulty in requiring the senior gazetted or ministerial officer present at head quarters or in the office as the case may be to receive such covers. I make this enquiry as instances have recently been brought to the Dewan's notice of difficulty in delivering such covers in certain offices during the ∅ absence of the Head of the office. Sometimes the covers are refused and sometimes the acknowledgment slip or delivery book is signed by some irresponsible or unidentifiable peon.

Yours sincerely,

Offg: Secretary to Government.

F No 8767/11

D 5-157
9

(4)

Fur 29610 Students Home
Mysore
8-2 6th June 1911.

My dear Ramaswamayya

With reference to your D.O. letter No. G.7118-55 of the 5th instant, I enclose an office order issued by me in the matter of receiving official and demi-official covers addressed to me during my absence from head quarters.

A general office order is issued everytime before I leave head quarters which includes very nearly the same instructions. This

(5)

Special order is however issued to remove any possible misapprehension

Yours Sincerely

J Chamarajendra

B Ramaswamayya Esq
Under Secretary to Govt
Bangalore.

(6)

Office order

During the absence of the Comptroller from head quarters or from Office, all official Covers delivered in the head quarter Office should be received as usual and sent to the Sections concerned for disposal. D.O.'s and other Covers addressed by name to the Comptroller should be received and disposed of by the Senior Asst. Comptroller in charge of the Office if the nature of the Contents of the Covers is known and they appertain to the ordinary business of the ~~business~~ Office. Otherwise such Covers should be sent to the Comptroller's Camp.

Mysore } Sd/ J. S. Chakravarti
6.6.11. } Comptroller

AA, BA.,
put

rr Copy

M. A. Rangachar
Asst Supdt
Comptroller's Camp
Mysore

5152

MYSORE GOVERNMENT,
ELECTRICAL DEPARTMENT,

In reply refer to
No. 2065.
Enclo.

Telegraphic Address:
"GOMED."
CODES USED
LIEBER'S
A. B. C. (5TH EDITION)

Bangalore 6th June *19* 11.

From

THE CHIEF ELECTRICAL ENGINEER,
to the GOVERNMENT OF MYSORE.

To

The Secretary to the Govt. of Mysore,
General and Revenue Department,
B a n g a l o r e.

Sir,

Fin 2961-10
8L 3

MISCELLANEOUS.

In acknowledging the receipt of your letter No.G.7118-55 of the 5th instant, I have the honor to state that official and demi-official covers addressed to the Chief Electrical Engineer, during his absence from Head Quarters, will generally be received by this Office Manager or by myself, and as such there will be no difficulty in delivering such covers to this Department.

I have the honour to be,
Sir,
Your most obedient servant,

for Chief Electrical Engineer,
to the Govt. of Mysore.

MGK-AAN.

to the Govt. of Ceylon.
Outer Electrical Engineer,

Your most obedient servant,

I have the honour to be,

We cannot to this Department.

We see there will be no difficulty in getting the

[illegible] by Messrs. and Chartens, will generally be

[illegible] to the Outer Electrical Engineer, during

[illegible] that clothes and semi-clothes cover

[illegible] 5 of the [illegible], I have the honor

[illegible] mentioning the receipt of your letter

1911.

From

N. Venkatesa Iyengar, Esq., B.A.,
Chief Observer in charge,
Mysore Meteorological Department.

To

C.S. Balasundram Iyer, Esq., B.A.,
Offg. Secretary to the Govt.
of His Highness the Maharaja
of Mysore, Genl. & Rev. Depts

Dated } 6th June 1911.
Despatched }

Received

No. 446

Subject.

Submitting information in re the arrangements made by the Chief Observer in charge of the Meteorological Department for the receipt of official and demi-official covers addressed to him during his absence from head quarters or from office and stating that there will be no difficulty in requiring his First Assistant and in his absence the next Assistant on duty to receive such covers.

(8)

No. 446

From

N. Venkatesa Iyengar, Esq., B.A.,
Chief Observer in charge,
Mysore Meteorological Department.

To

C.S. Balasundram Iyer, Esq., B.A.,
Offg. Secretary to the Government of
His Highness the Maharaja of Mysore,
General and Revenue Departments.

Dated Bangalore, the 6th June 1911.

Sir,

In reply to your letter No.G.7118-55 dated 5th June 1911, I have the honor to submit that all official and demi-official covers addressed to me during my absence from head quarters or from office have hitherto been received by one of the Assistants of the Observatory on duty at the time and there will be no difficulty in requiring the First Assistant absent and in his absence the next Assistant on duty to receive such covers.

I have the honor to be,
Sir,
Your most obedient servant,
N. Venkatesa Iyengar
Chief Observer in charge,
Mysore Met. Dept.

Y.S.

(9)

No. 1511 Encl with

D. 5127 / 8

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRESS.

Dated Bangalore, 6th May 1911.

Jun 29/6/10

FROM

C. H. YATES, ESQ.,
SUPERINTENDENT, GOVERNMENT PRESS,
BANGALORE.

8-5

To

C. S. Balasundaram Iyer, Esq: B.A.,
Offg: Secretary to Government,
General & Revenue Depts.

SIR,

In reply to your demi-official letter of the 5th instant enquiring as to the arrangements made by me for the receipt of official and demi-official covers during my absence from head quarters or from office, I have the honor to state that the Deputy Superintendent, Mr. D. B. Ramachandra Mudaliar, is authorized to receive and deal with all letters addressed to me. If they are delivered at the Press before or after office hours, and are of an urgent nature,

nature, the Chief Foreman, resident
(15) near the Press, is authorised to
sign for, and deal with the
letters. During the day time,
ordinary covers are signed for
by any Clerk in the Office.

I have the honor to be,
Sir,
Your most obedient Servant,
W. Yates.
Superintendent,
Government Press

(11)

V 9/6
D.O. No. 167

D 5728/9

Jun 29.6-10
8.6

OFFICE OF THE CENSUS SUPERINTENDENT
IN MYSORE.

Bangalore, dated 8th June 1911

Dear Sir,

In reply to your D.O. No. G.7118-55 dated the 5th June 1911, I beg to state that a responsible clerk of the Office is receiving all Official and demi-official covers addressed to me between 11-30 A.M. and 5-30 P.M. in the Office and that there is no difficulty in requiring a Gazetted or Ministerial Officer to receive such covers.

Yours Sincerely,

To,

C.S. Balasundaram Iyer, Esquire, B.A.,
Offg. Secretary to the Govt. of Mysore,
General and Rev. Departments,
Bangalore.

(12)

D.O.No.160.

V 916

D 5179/5

OFFICE OF THE REGISTRAR OF
CO-OPERATIVE SOCIETIES IN MYSORE

Dated Bangalore, 6th. June 1911.

Fur 29610
8.7

My dear Sir,

I am in receipt of your D.O. letter No. S. 7118-55 of yesterday. All official and demi official covers addressed to me to my office are received by the Senior ministerial officer present in the office. This is the usual practice here and there is no difficulty in making it a fixed rule. The Senior ministerial officer present in the office has orders to receive such covers and transmit them to my camp.

2. I do not know if there has been any case of refusal or signature of the acknowledgement slip or delivery book by any peon of this office. Any such irregularity will be at once enquired into and duly dealt with if brought to notice.

I am, my dear sir,

Yours Sincerely,

M. Narayana Iyer.

C. S. Balasundaram Esqr.
Offg. Secretary to Govt.

Ø S-180
8. 13

V 112/9.6.11

Chief Court of Mysore
Bangalore 9th June 1911.

My Dear Sir, Jud. 2670
8.8

In reply to your D.O letter No. 7118-S-S- dated the 5th instant I am desired to say that the inconvenience referred to could not have been felt in regard to covers addressed to this Office

(14)

There is however no objection to the course suggested in your letter being adopted.

Yours Sincerely
Raghunath Rao

C.S. Balasundaram Esq
Secy to Govt

D.O. No. 98
15-11

Office of the Inspector Genl
of Prisons in Mysore.

Dated Bangalore, 10 June 1911.

My dear Sir,

In reply to your D.O. No. G.7118-55 of the 5th instant, I have to inform you that official and demi-official covers addressed to the Inspector General of Prisons are, during his absence from Head Quarters or from office, - generally received by the Personal Assistant to the Senior Surgeon or by the Manager of this office. There is no - difficulty to continue this practice [redacted].

Yours Sincerely,

Offg. Inspector General of Prisons

To

B. Ramaswamaiya, Esqr., B.A., B.L.,
Under-Secretary to the Government of
H.H. the Maharaja of Mysore, Bangalore.

D 5182
8

No. C.1

Offices of the Excise Commissioner,
Inspector-General of Registration and
Commissioner of Stamps in Mysore,

Dated, Camp, Mysore, 8th June 1911.

Rec 29/6/10.
8.6

My dear Sir,

Referring to your D.O. letter of the 5th instant, I do not see any difficulty in requiring the senior gazetted or ministerial officer present at head-quarters or in the office as the case may be to receive official and demi-official covers addressed to me during my absence from head-quarters or from office; and this is being done.

Yours truly,

Offg. Excise Commissioner,
Inspector-General of Registration and
Commissioner of Stamps.

To

C.S. Balasundaram Iyer, Esq., B.A.,
Offg. Secretary to the Government of
His Highness the Maharaja of Mysore,
General and Revenue Departments.

D. 6. No 644

D 5-183/9 (17)

V 9/6

Office of the Mycologist & Entomologist,
Government of Mysore,
Bangalore, June 6th 1911.

Dear Sir,

In reply to your D.O. letter No. G. [illegible] dated 5th June I beg to state that any cover addressed to me, whether official or demi-official if brought for delivery during office hours is usually being received by a clerk of this office whether or not I am in the office at the time. If however any delivery peon cares to entrust such covers beyond office hours any of my peons who may remain at the office premises will receive them. In no case has it come to my notice that covers addressed to me were refused.

Yours sincerely,
Leslie Coleman

C.S. Balsundram Iyer, Esq., B.A.,
Secretary to Govt. Genl. & Rev. Depts.

D 5187
5

D. a. No. 113

Mysore.
11th June 1911.

Dear Mr. Balasundaram Iyer,

With reference to your D.O. No.G.7118-55 dated the 5th instant, I write to say that my office Assistant and Manager have been instructed to receive official and demi-official covers addressed to me during my absence from Head Quarters or from office. They have now been instructed not to permit any peon to acknowledge the receipt of such communications and that the Manager and in his absence the senior offi-cial present in office should do it.

Yours sincerely,

D. O. No. 145 Dis 1887

OFFICE OF THE SENIOR SURGEON WITH THE GOVERNMENT OF MYSORE.

Bangalore, June 10th 11

My dear Sir,

In reply to your D.O.No.7118-55 dated 5-6-1911, I am to inform that all official covers are received by the Attender of the Office during office hours and the Demi-official & Confidential letters are usually received by the Senior Surgeon himself, during his absence from office or head quarters, they are received by the Manager of the office.

This procedure may be allowed to be continued.

Yours sincerely,

C.S.Balasundaram
Iyer Esq. B.A.,
Offg Secretary to Govt.

D 5789
9 Fin 2961 10
Sec 14

No 11258.
12/6/11

Camp Mysore,
11th June 1911.
12.

Dear Mr Ramaswamayya,

With reference to your D.O. No G. 7118-55 dated the 5th instant, I have to state that official and demi official covers addressed to me are always received by my Manager or a Clerk then present in the office and redirected to my camp.

Yours sincerely,

[signature]

V 1/16 W

No 3593.

D 5190/9

Military Secretarys Office,

Camp Mysore, 10th June 1911

Fin 296 & 10 & 15

My dear Sir

With reference to your D.O. letter No. G.7118-55, dated 5th June 1911, I propose to inform the Dewan of my movements so that letters may always be ~~locally~~ correctly addressed, but I think it would be a sound policy to issue an order that receipts for letters should be signed in full so that persons responsible for delays &c. if they occur can be traced.

Yours truly

R. Jones Lt. Col.
Military Secretary

To

C.S.Balasundarm Iyer Esq.,

Secretary to the Government of Mysore

General & Revenue Departments.

D.O. No. 4447.

22

Office of the Economic Botanist with the Govt. of Mysore.
Government Botanic Gardens, Lal-Bagh,
Bangalore, (India.)

Dated 8th June 1911

G. H. KRUMBIEGEL, F.R.H.S.,
Economic Botanist.

D 5211
5.

Sec 29610
8.11

My dear Sir,

In reply to your D.O.No.G.7118-55 dated 5th instant, I beg to state that in case official and demi-official covers addressed to me are brought to my Bungalow in my absence from head quarters, the peons are being directed to go and deliver to Mr.Rama Rao, the Curator, who lives also in the Lal-Bagh and who receives such covers. If delivered in office during office hours, the Head Clerk signs the acknowledgment slip or delivery book, and under the directions of the Curator, letters are disposed or -- forwarded to me as the case may be.

Yours sincerely,

Economic Botanist,
Superintendent, Govt. Gardens.

To

C.S.Balasundaram Iyer, Esq., B.A.,
Offg.Secretary to the Government of
His Highness the Maharaja of Mysore,
General and Revenue Departments,
BANGALORE

A 5236
9

Camp Mysore.
19th June 1911.

Sec 29670
8.17

My Dear Sir,

Your D.O.No G 7118-55 dated 5th June 1911.

The arrangement made in my Office is that the Head Clerk should receive all official and demi-official covers addressed to me by my official designation. D.O.covers addressed to me by name are generally presumed to contain matter for my immediate and personal notice and hence are not received by the Head Clerk during my absence from Headquarters or office. There will however be no difficulty if such covers are addressed to me by my official designation when they could be received as usual and dealt with by the senior gazetted Officer present.

Yours sincerely,

Lt.Colonel

Chief Commandant
Mysore State Troops.

To

The Secretary to Govt.
General and Revenue Departments

No. C. 67

D 5-237

OFFICE OF THE REVENUE COMMISSIONER
IN MYSORE,

Bangalore, 9th June 1911. ~~190~~ 12

Dear Sir,

With reference to your D.O. No. C. 7118-55 dated 5th June 1911 enquiring what arrangements have been made for the receipt of Official and demi-official covers addressed to me during my absence from head quarters, I may state that one of the assistants present at head quarters has orders to invariably receive all tappals addressed to me and deal with such of them as are of a routine nature. D.O. letters and covers addressed to me by name are promptly sent to me wherever I may be at the time.

The acknowledgment slip or delivery book sent along with covers is usually initialed by the receipt clerk. I may add in conclusion, that so far no cases of undue delay or miscarriage of communications have come to my notice.

Yours sincerely,

For Revenue Commissioner.

To,

C.S.Balasundaram Iyer Esquire, B.A.,

Secretary to Government, General and Revenue Departments.

[illegible]

[illegible]

[illegible]

D 5238

D.O. No. C.17.

Mysore Geological Department.

Camp Mysore
Bangalore, 12th June 1911

Dear Mr Balasundram Iyer

(4)

Office for disposal in the usual course If the covers bear my name, they are sent to me unopened whether I am at Head-Quarters or in Camp

2. It is only in the case of covers brought to the Office after office hours (i.e. after the Clerks have all left) or on holidays that the covers are received by the Office Watchman and acknowledged by him in the delivery book or receipt slip and then taken to the Registrar's house Even in the case of such covers I could instruct the watchman to direct the delivery peon to take them to the Registrar, if only the delivery peon is willing to

abide

(25-27)

27

abide by the watchman's direction, but having brought a letter to the Office they no doubt frequently insist on its being taken by the watchman to save themselves the trouble of going to the Registrar house.

Yours truly
Ewetherell

C. S. Balasundaram Iyer, Esquire, B.A.,
Offg. Secretary to Government,
General & Revenue Departments.

I/V/146 & 5252/5

1910-1911
~~190~~

From K. Ranganadarajulu Esquire,
Superintendent,
Amrut Mahal Department

To C. S. Balasundaram Iyer Esquire, B.A.
Officiating Secretary to Government
General and Revenue Department

Dated 12
Despatched 13
Received
General No. 381
No.

Enclosure No.

Jan 29/10
No 20

Reporting that the Head Clerk, or the Accountant, of the Amrut Mahal office, has been directed to receive all official and demi-official covers.

11/41

GPB—7b reams—25-5-10

No 381 dated 12th June 1911

(28)

Amrit Mahal Office,
Bangalore.

From

H. Ranjundaraj Urs, Esquire,
Superintendent
Amrit Mahal Department

To

C. S. Balasundaram Iyer, Esquire, B. A.,
Offg: Secretary to The Government of
H. H. The Maharaja of Mysore,
General and Revenue Departments,
Bangalore

Sir,

I have the honor to acknowledge the receipt of your No. G. 7118-55 dated 5th instant enquiring what arrangements have been made byme for the receipt of official and demi-official Covers during my absence from Head-quarters.

I have the honor to State That the Head Clerk or the Accountant in his absence, of my office, has been directed to receive such Covers and send them to me when I am on tour.

I have the honor to be,
Sir,
Your most obedient Servant,

H Ranjundaraj Urs

Superintendent
Amrit Mahal Department.

Mn

D 5-277 D 5277/5 29

No. 279.

OFFICE OF THE ECONOMIC BOTANIST,
SUPERINTENDENT, MYSORE GOVERNMENT MUSEUM,
Bangalore, dated 14th June 1911.

FROM

Rs 29-6-0-21

G. H. KRUMBIEGEL, ESQ., F.R.H.S.,
Economic Botanist,
Superintendent, Mysore Govt. Museum,
Bangalore.

To

C. S. Balasundram Iyer Esq. B.A.,
Offg Secretary to the Govt. of H. H. the
Maharaja of Mysore,
Genl. and Rev. Depttts.,
Bangalore.

Sir,

With reference to your letter No. G. 7118-55 dated the 5th instant, I have the honor to state that all the official and Demi-official Covers addressed to me in the Capacity of the Superintendent, Mysore Govt. Museum, Bangalore, will be received by the Curator during my absence at all hours of the day except Sundays.

I have the honor to be

Sir,

Your most obedt. Servant

G. H. Krumbiegel

Economic Botanist,
Supdt., Govt. Museum,
Bangalore

V 1676 V

1911

From

G. H. KRUMBIEGEL, Esq., F.R.H.S.,
Economic Botanist,
Supt., Mysore Govt. Museum,
Bangalore.

To C. S. Balasundaram Esq. B.A.
Offg. Secretary to the Govt.
of H. H. the Maharaja of
Mysore, General & Rev. Office.
Bangalore.

Jun 29 10
Jl. 21

Dated 14th
Despatched 15th } June 11
Received

General No. 279 } 1910-11
No.

Enclosure No.

Stating that all the Official and Semi official Covers addressed as Superintendent, Mysore Govt. Museum, Bangalore will be received by the Curator at all hours of the day

GPB—300—15-7-10

Office of the Government Advocate in Mysore,

Bangalore dated, 14th June 1911.

From,

The Government Advocate in Mysore,

Bangalore.

To,

The Secretary to the Government of H.H. the Maharaja of Mysore, General and Revenue Departments.

Sir,

With reference to your letter No.G 7118-55 dated 5th Instant, I have the honour to inform that whenever I did not attend office or was obliged to be absent from head quarters, the Head or Second clerk of my office had orders to receive all letters and communications, official or -- otherwise and forward the same to me without any loss of time. No instance of either delay or inconvenience ---- caused by their remisness in this respect has till now - ome to my notice.

I have the honour to be,

Sir,

Your most obedient servant,

S. Narayana Rao

Government Advocate.

(31)

No. 98 D.O. D 5279

Mysore Archaeological Office,

Bangalore, 14 June 1911

My dear Sir,

With reference to your D.O. No. G 7118-55 dated the 5th instant enquiring what arrangements have been made for the receipt of official and demi-official covers during my absence from office, I have to inform you that proper arrangements have been made in the office for receiving such covers and forwarding the same to me.

Yours sincerely,
R. Narasimhachar
Officer in charge of Archl.
Researches in Mysore.

C. S. Balasundaram Iyer, Esqre, B.A.,
Offg. Secretary to Government.

32

T 1616

& 5305(A)

Jun 29-10

8-24

Office of the Muzrai Superintendent in Mysore.

Dated, Bangalore, 16th. June 1911.

S i r,

In reply to your D. O. letter No. G.7118-55 dated 5th. Instant enquiring what arrangements have been made for the receipt, during my absence from Hd-Quarters or from Office, of official and demi-official covers addressed to me I beg to state that the Manager of my Office has instructions to receive them.

Yours sincerely,

The Offg. Secretary to the Government
of H. H. the Maharaja of Mysore,
General and Revenue Departments.

53

G.O. No: 763

Fin 296-10
SE 25

Office of the Sanitary Commissioner
in Mysore, Bangalore.

18th. June 1911.

D-5-3412

Dear Sir,

In reply to your D. O. No. C 7118-55 dated the 5th. Instant enquiring what arrangements have been made for the receipt of official and demi-official covers addressed to the Sanitary Commissioner during his absence from Head Quarters or from office, - I beg to say that the present Personal Assistant who is always in town will receive them.

Yours sincerely,

Thamaraya Aguler

For Offg. Sanitary Commr.

C. S. Balasundaram Iyer Esq., B.A.,
Offg. Secretary to Government,
Gen. & Revenue Deptts., Bangalore.

G. 5405(A)
8

Edn. 81]

OFFICE OF INSPECTOR-GENERAL OF EDUCATION IN MYSORE,

No. 11176
824

Bangalore, 23rd June 1911..

fm 29-6-10-26

From

J. WEIR, ESQ., M.A.,

Inspector-General of Education in Mysore.

To

C.S. Balasundaram Iyer, Esq., B.A.,

Offg: Secretary to the Government of H.H. the Maharaja of Mysore, General & Revenue Departments, Bangalore.

SIR,

With reference to your letter No.G.7118-55 dated 5th June 1911, I have the honour to inform you that official letters received at the office during my absence from the station or the office are received and opened by the Assistant.

Demi Official letters are generally received and re-directed if I am absent from the station but if they are Bangalore letters and marked urgent the Assistant uses his discretion as to opening such letters or returning them to the sender.

Occasionally official or demi official letters are received at my house after office hours or during my absence from Head quarters. In the former case if I am at home they are delivered to me and dealt with at once and if I am not at home they are received by my butler and kept till my return. If I am absent from head quarters delivery is not taken at my house and the messenger either takes such letters to the office where they are dealt with by the Assistant or takes them back to the sender.

So far as I know the present system has worked satisfactorily

satisfactorily.

I have the honour to be,

Sir,

Your most obedient servant,

J. Weir

Inspector General.

T.N.R.

D.O.No. 118.

Office of the Superintendent,
Mysore Revenue Survey,
Dated, Bangalore 14th JUNE 1911.

My dear Sir,

With reference to your D.O. letter No. G7118-55 dated 5th June 1911, I have to inform you that I am always very particular in leaving instructions at my office and making arrangements to receive covers addressed to me both during my presence at head-quarters and absence at camp. I believe that till now there has not been any occasion for complaint regarding the delivery of covers addressed to me.

The arrangements usually made by me are as follows :-

(1) While I am at head-quarters:-

(a) During office hours, covers addressed to me personally or by official designation and those delivered by post are received by myself or the office Assistant or the Head-clerk or the Sheristadar, to whomsoever such covers may be delivered. At other times, i.e., out of office hours, the Pahara peon (one will always be present in office by turns) has instructions to direct the delivery peon to my residence, wherethe covers

36-37.

covers addressed to me will be received by myself.

(b) During long holidays, such as, Christmas, and Dasara. officials are directed to attend office by turns, to receive covers, and to send them on to me. On Sundays and other such authorised holidays, the Pahara peon on duty at the office will direct the delivery peon to my residence as above stated.

(2) When out in Camp:-

During office hours, the covers will be received by the Sub-Assistant or the Senior ministerial officer in the office. At other times the Pahara peon will direct the delivery peon to deliver the covers in the house of the Sub-Assistant Superintendent or the Sheristadar, whoever is present at head-quarters.

I, however, see no difficulty in requiring the senior gazetted or ministerial officer attached to my office present at head-quarters or in the office, as the case may be, to receive such covers. In fact, the same procedure is in vogue in my office.

Your's Sincerely.

D Sivaram Rao

C.S. Balasundaram Iyer, Esq., B.A.

Offg: Secretary to Govt. General & Revenue Depts.

38-39

D 5418/5

35

Inam Superintendent's office,

No: 98

Bangalore: 23rd June 1911.

Fn. 29610

Dear Sir,

F-28

In reply to your Circular D.O. No: G 7118-55 of the 5th Instant, enquiring what arrangements have been made in this Office for the receipt, during my absence from office or Head Quarters, of communications addressed to me, I beg to state that all such communications are invariably received either at the Office during Office hours or at my residence at any time, while the Head Clerk of this Office has

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GOVERNMENT OF MYSORE

PUBLIC WORKS SECRETARIAT.

Bangalore, 26th June 1911.

My dear Sir,

With reference to your D.O. letter No.G.7118-55 dated the 5th instant, I append for your information an office note explaining the arrangements in force in this office for receiving official and demi-official correspondence during my absence from office or headquarters.

Yours sincerely,

M. Visvesvaraya

C.S.Balasundaram Iyer,Esq.,B.A.,
Offg: Secretary to Government,
General & Revenue Departments.

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OFFICE NOTE

Reference:- General and Revenue Secretary's No.G.7118-55 dated the 5th June 1911.

Arrangements in force in the P.W.Secretariat for receiving official and demi-official covers addressed to the Chief Engineer and Secretary to Government, P. W. Department, during his absence from headquarters or from office.

Correspondence addressed to officers not by name.

1. All official correspondence addressed to the Chief Engineer or Secretary, on working days, are received by the Registering Clerk. The presence or absence of the officer either from the station of from office makes no difference.

Correspondence addressed to officers by name.

2. Official or demi-official covers addressed to officers by name (if not marked immediate or urgent) are also received as above.

When

When such covers (official or demi-official), marked immediate or urgent, come in during the absence of the officers from office, the messengers who bring them are asked to deliver them at the officers' residences, or the Registering Clerk receives and - transmits them at once to the officers concerned.

3. If the officers are absent from headquarters, such covers are received only after seeking instructions from the office of origin as to whether they are to be opened by the receiving officer and dealt with, or forwarded to camp.

4. The delivery book is not as a rule signed by any peon in this - office.

Bangalore,
25th June 1911.

W.B.

I.S. V 27/6 Pr.

D.O.
D 52437
4

From

The Officer in charge of
Ethnographic Survey,
in Mysore

To

The Secretary to the
Government of Mysore
Genl & Rev Depts.

Fin 29/6/10
Sl-30

Dated 27. 6. 11

No. 5-5-

With reference to
his No. 7118-5-5- dated the 5th/14
June 1911 enquiring what
arrangements had been
made for the receipt of official
and demi official covers ad-
dressed to the undersigned
during his absence from
head quarters or from office,
has the honour to state
that his Assistant in the
Ethnographic Office has been
directed to receive all
such correspondence and that
no difficulty has been felt
in this arrangement.

H. Mariyappa

Officer in charge of
Ethno Survey.

DEPARTMENT OF AGRICULTURE
No. 126
GOVERNMENT OF MYSORE

Office of the Mycologist & Entomologist
Government of Mysore,
Bangalore, 3rd August 1911.

Sir,

In reply to your letter D.O.. No.712-3 dated 29th July 1911, rearrangements made in my office for the receipt of offical and demi-offical covers addressed to me during my absence from Head Quarters or from office I beg to state that this question has already been answered in my letter No. 644 of June 6th 1911, copy of which I send herewith for ready reference.

Yours sincerely,

for Mycologist & Entomologist

C.S. Balasundaram Iyer, Esq., B.A.,
Secretary to Govt. Genl, & Rev. Depts.

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D.O. No. 644.

Office of the Mycologist & Entomologist,
Government of Mysore,
Bangalore, June 6th 1911.

Dear Sir,

In reply to your D.O. letter No. G. 7118-55 dated 5th June I beg to state that any cover addressed to me, whether offical ~~of~~ or demi-offical if brought for delivery during office hours is usally being received by a clerk of this office whether or not I am in the office ~~in~~ at that time. If however any delivery peon cares to entrust such covers beyond office hours any of my peons who may remain at the office premises will receive them. In no case has it come to ~~any~~ my notice that covers addressed to me were refused.

Yours sincerely,

(Signed). Leslie C. Coleman.

C/S. Balasundaram Iyer, Esq., B.A.,
Secretary to Govt. Genl. & Rev. Depts.

"Copy"

A Krishnayya

For Mycologist & Entomologist.

D.O. No. 68.

Deputy Commissioner's Office,

Bangalore, 3rd July 1911.

Dear Sir,

With reference to your D.O.letter No.G. 7118-55 dated the 5th June 1911, enquiring what arrangements have been made by me for the receipt of official and demi-official covers addressed to me during my absence from Head-quarters or from office, I am to state that for the sake of convenience the District Sheristedar as also the -- Head-clerk have been directed to receive all such covers and submit the same to me. In the case of covers addressed to me in my capacity as President of the City Municipal Council, the Vice-President or the Manager of the Municipal office has been authorized to receive the same.

Yours Sincerely,

To

B.Narayanaswami Iyengar, Esq.,

Assistant Secretary to Govt.

Genl and Rev.Deptts.